**Annual Report 2021**

1. **Co-Officers Details**

|  |  |  |
| --- | --- | --- |
| **Co-officers** | **Name**  | **Qualifications** |
| **Registrar** |  |  |
| **Librarian** |  |  |
| **Bursar** |  |  |

**Staff**

**Gender details of Non Academic Staff (Male/Female)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Branch** | **No. of Staff** | **Total** | **Male Female Ratio** |
| **Male** | **Female** |
| General Administration –Main Premises |  |  |  |  |
| General Administration –Kilinochchi Premises |  |  |  |  |
| General Administration –Vavuniya Campus |  |  |  |  |
| Faculty of Arts |  |  |  |  |
| Faculty of Applied Science |  |  |  |  |
| Faculty of Business Studies |  |  |  |  |
| Faculty of Technological Studies |  |  |  |  |
| Faculty of Agriculture |  |  |  |  |
| Faculty of Engineering |  |  |  |  |
| Faculty of Medicine |  |  |  |  |
| Faculty of Graduate Studies |  |  |  |  |
| Faculty of Management Studies Commerce |  |  |  |  |
| Faculty of Science |  |  |  |  |
| Faculty of Technology |  |  |  |  |
| Faculty of Allied Health Sciences |  |  |  |  |
| Faculty of Hindu Studies |  |  |  |  |
| Unit of Siddha Medicine |  |  |  |  |
| Library |  |  |  |  |
| Centre for  |  |  |  |  |
| Computer Unit |  |  |  |  |
| Sport Science Unit |  |  |  |  |
| Physical Education Unit |  |  |  |  |
| Library-VC |  |  |  |  |

**New Recruitment –Academic and Non-Academic Staff (Permanent) 2011-2021**

|  |  |  |
| --- | --- | --- |
| **Year** | **No.of Academic Staff members** | **No.of Non Academic Staff Members** |
| 2011 |  |  |
| 2012 |  |  |
| 2013 |  |  |
| 2014 |  |  |
| 2015 |  |  |
| 2016 |  |  |
| 2017 |  |  |
| 2018 |  |  |
| 2019 |  |  |
| 2020 |  |  |
| 2021 |  |  |

### Detail of Administrative and Non-Administrative Staff

1. **Main Premises and Kilinichchi Premises Staff**

|  |  |  |
| --- | --- | --- |
| Faculty/Branch | Administrative Staff | Non-Administrative Staff |
| **Most Senior** | **Senior** | **Junior** | **Most Senior** | **Senior** | **Junior** | **Minor** |
| General Administration |  |  |  |  |  |  |  |
| Internal Audit |  |  |  |  |  |  |  |
| Career Guidance |  |  |  |  |  |  |  |
| Staff Development Centre |  |  |  |  |  |  |  |
| Financial Administration |  |  |  |  |  |  |  |
| Stores &Supplies Services |  |  |  |  |  |  |  |
| Security Services |  |  |  |  |  |  |  |
| Transport Services |  |  |  |  |  |  |  |
| General Admin(Kilinochchi Premises) |  |  |  |  |  |  |  |
| Faculty of Agriculture |  |  |  |  |  |  |  |
| Faculty of Arts |  |  |  |  |  |  |  |
| Faculty of Engineering |  |  |  |  |  |  |  |
| Faculty of Management Studies &Commerce |  |  |  |  |  |  |  |
| Faculty of Technology |  |  |  |  |  |  |  |
| Faculty of Medicine |  |  |  |  |  |  |  |
| Faculty of Hindu Stidies |  |  |  |  |  |  |  |
| Faculty of Allied Health Sciences  |  |  |  |  |  |  |  |
| Faculty of Science |  |  |  |  |  |  |  |
| Faculty of Graduate Studies |  |  |  |  |  |  |  |
| Unit of Siddha Medicine |  |  |  |  |  |  |  |
| Institute of RAFA |  |  |  |  |  |  |  |
| Examination Services |  |  |  |  |  |  |  |
| Library Services |  |  |  |  |  |  |  |
| Health Services |  |  |  |  |  |  |  |
| Service Unit(Physical Education)  |  |  |  |  |  |  |  |
| Sport Science Unit |  |  |  |  |  |  |  |
| Student &Staff Welfare Services |  |  |  |  |  |  |  |
| Maintenance of Lands, Buildings, and Facilities-Kilinochchi Premises |  |  |  |  |  |  |  |
| Ancillary Services(Hostels) |  |  |  |  |  |  |  |
| External Examination Unit |  |  |  |  |  |  |  |
| Maintenance of Lands, Buildings, and Facilities |  |  |  |  |  |  |  |
| Sub Total |  |  |  |  |  |  |  |

**Summary of the Administrative and Non-Administrative Staff**

|  |  |  |
| --- | --- | --- |
| **Faculty/Branch** | **Administrative Staff** | **Non-Administrative Staff** |
| **Most Senior** | **Senior** | **Junior** | **Most Senior** | **Senior** | **Junior** | **Minor** |
| Main Premises and Kilinochchi Premises Staff |  |  |  |  |  |  |  |
| Grand Total |  |  |  |  |  |  |  |

**Carder Details– Administrative and Non-Academic staff**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Designation | Jaffna and Kilinochchi Primises | Vavuniya Campus |
| **Approved Cadre** | **Actual** | **Vacancies** | **Approved Cadre** | **Actual** | **Vacancies** |
| **2020** | **2021** | **2020** | **2021** | **2020** | **2021** | **2020** | **2021** |
| 1 | Registrar |  |  |  |  |  |  |  |  |  |  |
| 2 | Bursar |  |  |  |  |  |  |  |  |  |  |
| 3 | Deputy Registrar/Senior Assistant Registrar |  |  |  |  |  |  |  |  |  |  |
| 4 | Deputy Bursar/Senior Assistant Bursar |  |  |  |  |  |  |  |  |  |  |
| 5 | Deputy Internal Auditor |  |  |  |  |  |  |  |  |  |  |
| 6 | Director of Physical Education  |  |  |  |  |  |  |  |  |  |  |
| 7 | Chief Marshal |  |  |  |  |  |  |  |  |  |  |
| 8 | Deputy Chief Marshal |  |  |  |  |  |  |  |  |  |  |
| 9 | Chief Security Officer |  |  |  |  |  |  |  |  |  |  |
| 10 | Works Engineer Civil |  |  |  |  |  |  |  |  |  |  |
| 11 | Assistant Registrar |  |  |  |  |  |  |  |  |  |  |
| 12 | Assistant Registrar (Library Service) |  |  |  |  |  |  |  |  |  |  |
| 13 | Assistant Registrar (Legal and Documentation) |  |  |  |  |  |  |  |  |  |  |
| 14 | Assistant Bursar |  |  |  |  |  |  |  |  |  |  |
| 15 | Assistant Internal Auditor |  |  |  |  |  |  |  |  |  |  |
| 16 | Workshop Engineer |  |  |  |  |  |  |  |  |  |  |
| 17 | Curator Landscape |  |  |  |  |  |  |  |  |  |  |
| 18 | Curator |  |  |  |  |  |  |  |  |  |  |
| 19 | Chief Medical Officer |  |  |  |  |  |  |  |  |  |  |
| 20 | Senior Medical Officer/Medical Officer |  |  |  |  |  |  |  |  |  |  |
| 21 | Project Manager |  |  |  |  |  |  |  |  |  |  |
| 22 | Farm Manager |  |  |  |  |  |  |  |  |  |  |
| 23 | Technical Officer |  |  |  |  |  |  |  |  |  |  |
| 24 | Technical Officer (Audio Visual) |  |  |  |  |  |  |  |  |  |  |
| 25 | Technical Officer (ICT) |  |  |  |  |  |  |  |  |  |  |
| 26 | Technical Officer (Mechanical) |  |  |  |  |  |  |  |  |  |  |
| 27 | Technical Officer (Electronic) |  |  |  |  |  |  |  |  |  |  |
| 28 | Nursing Officer |  |  |  |  |  |  |  |  |  |  |
| 29 | Graduate Translator |  |  |  |  |  |  |  |  |  |  |
| 30 | Pharmacist |  |  |  |  |  |  |  |  |  |  |
| 31 | Draughtsman |  |  |  |  |  |  |  |  |  |  |
| 32 | Marshal |  |  |  |  |  |  |  |  |  |  |
| 33 | Management Assistant |  |  |  |  |  |  |  |  |  |  |
| 34 | Management Assistant (Book keeper) |  |  |  |  |  |  |  |  |  |  |
| 35 | Management Assistant (Shroff) |  |  |  |  |  |  |  |  |  |  |
| 36 | Management Assistant (Store keeper) |  |  |  |  |  |  |  |  |  |  |
| 37 | Management Assistant (BBM Online Programme) |  |  |  |  |  |  |  |  |  |  |
| 38 | Sub Warden Fulltime |  |  |  |  |  |  |  |  |  |  |
| 39 | Library Information Assistant |  |  |  |  |  |  |  |  |  |  |
| 40 | Assistant Farm Manager |  |  |  |  |  |  |  |  |  |  |
| 41 | Audit Assistant |  |  |  |  |  |  |  |  |  |  |
| 42 | Field Supervisor |  |  |  |  |  |  |  |  |  |  |
| 43 | Supervisor Civil |  |  |  |  |  |  |  |  |  |  |
| 44 | Supervisor Electrical |  |  |  |  |  |  |  |  |  |  |
| 45 | Supervisor Maintenance |  |  |  |  |  |  |  |  |  |  |
| 46 | Public Health Inspector |  |  |  |  |  |  |  |  |  |  |
| 47 | Purchasing Officer |  |  |  |  |  |  |  |  |  |  |
| 48 | Security Inspector |  |  |  |  |  |  |  |  |  |  |
| 49 | Works Superintend Civil |  |  |  |  |  |  |  |  |  |  |
| 50 | Works Superintend Electrical |  |  |  |  |  |  |  |  |  |  |
| 51 | Telephone Operator Cum Receptionist |  |  |  |  |  |  |  |  |  |  |
| 52 | Record-keeper |  |  |  |  |  |  |  |  |  |  |
| 53 | Bookbinder |  |  |  |  |  |  |  |  |  |  |
| 54 | Caretaker |  |  |  |  |  |  |  |  |  |  |
| 55 | Caretaker Cum Cook |  |  |  |  |  |  |  |  |  |  |
| 56 | Carpenter |  |  |  |  |  |  |  |  |  |  |
| 57 | Dairy Assistant Animal Husbandry |  |  |  |  |  |  |  |  |  |  |
| 58 | Driver |  |  |  |  |  |  |  |  |  |  |
| 59 | Electrician |  |  |  |  |  |  |  |  |  |  |
| 60 | Grounds man |  |  |  |  |  |  |  |  |  |  |
| 61 | Gymnasium Attendant |  |  |  |  |  |  |  |  |  |  |
| 62 | Instrument Mechanic |  |  |  |  |  |  |  |  |  |  |
| 63 | Lab Attendant |  |  |  |  |  |  |  |  |  |  |
| 64 | Lawnmower Operator |  |  |  |  |  |  |  |  |  |  |
| 65 | Library Attendant |  |  |  |  |  |  |  |  |  |  |
| 66 | Mason |  |  |  |  |  |  |  |  |  |  |
| 67 | Mechanic |  |  |  |  |  |  |  |  |  |  |
| 68 | Office Machine Operator |  |  |  |  |  |  |  |  |  |  |
| 69 | Painter or Polisher |  |  |  |  |  |  |  |  |  |  |
| 70 | Plumber |  |  |  |  |  |  |  |  |  |  |
| 71 | Caretaker Cum Repairer |  |  |  |  |  |  |  |  |  |  |
| 72 | Pump Operator |  |  |  |  |  |  |  |  |  |  |
| 73 | Store man |  |  |  |  |  |  |  |  |  |  |
| 74 | Tractor Operator |  |  |  |  |  |  |  |  |  |  |
| 75 | Vehicle Cleaner |  |  |  |  |  |  |  |  |  |  |
| 76 | Health Attendant |  |  |  |  |  |  |  |  |  |  |
| 77 | Health Service Labourer |  |  |  |  |  |  |  |  |  |  |
| 78 | Post mortem Labourer |  |  |  |  |  |  |  |  |  |  |
| 79 | Security Guard |  |  |  |  |  |  |  |  |  |  |
| 80 | Works Aide |  |  |  |  |  |  |  |  |  |  |
| 81 | Instrument Caretaker Cum Repairer |  |  |  |  |  |  |  |  |  |  |
| 82 | Gardener |  |  |  |  |  |  |  |  |  |  |
| 83 | Butcher |  |  |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |  |  |  |

**Summary of the Carder Details-** **Administrative and Non-Academic staff**

|  |  |  |  |
| --- | --- | --- | --- |
| Category of Staff | Approved Cadre | Actual Staff | Vacant |
| **2020** | **2021** | **2020** | **2021** |
| Administrative& Non-Academic staff -Main Premises and Kilinochchi Premises |  |  |  |  |  |
|  |  |  |  |  |  |
| Grand Total |  |  |  |  |  |

**Additional Cadre (Please write up some data)**

Additional cadre would be requested from UGC and DMS for the Departments, Centers, and Units for administrative and non-academic staff.